

# Emergency Drill Log - Michigan

Reach Charter Academy  
25275 Chippendale St  
Roseville, MI  
(586) 498-9171

School Name: Reach Charter Academy  
School Year: 2024-2025  
First Day of School: 08/26/2024  
Last Day of School: 06/10/2025

**Evacuate (Fire Drill)**

Five per school year. (Three before December 1, Two after January 1). Some must be done during lunch or recess

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Notification Method	# Staff Members	# of Occupants Evacuated	Special Conditions Simulated	Problems Encountered	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 1	09/04/2024	9:00 AM	09/04/2024 9:11 AM Visitors	Announcement made /	38	320	None /	None	75	4 minutes and 10 seconds
			10/03/2024							3

Before Dec. 1	10/03/2024	9:15 AM	9:15 AM	Announcement made /	44	524	None /	None	78	minutes and 45 seconds
Before Dec 1	11/12/2024	1:30 PM	11/15/2024 1:20 PM	Announcement made /	48	522	None /	none	55	9 minutes

### Room Clear

One per school year. (Before December 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
Before Dec 1.	10/03/2024	9:30 AM	10/03/2024 9:30 AM	Illness in a classroom /	2 minutes and 18 seconds

### Hold

Two per school year (one before December 1, one after January 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if the original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
Before Dec 1.	09/05/2024	12:00 PM	09/05/2024 2:00 PM Staffing	Disturbance in a hallway /	1 minutes and 30 seconds

**Secure (Reverse Evacuation and Preventive Lockdown)**

One per school year (Before January 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
Before Jan. 1	12/04/2024	10:05 AM	12/04/2024 10:00 AM	Animal on playground /	2 minutes and 44 seconds

**Lockdown**

Three per school year (two before December 1, one after January 1)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Time to Complete (mins & seconds)
----------	------	------	--	------------------------------	-----------------------------------

Before Dec. 1	09/04/2024	9:30 AM	09/04/2024 9:30 AM	Hazard Response for active shooter /	2 minutes and 30 seconds
Before Dec. 1	11/12/2024	1:45 PM	11/14/2024 1:45 PM	Hazard Response for Intruder /	2 minutes and 10 seconds

**Shelter (Tornado)**

Two per school year (one before December 15, and one in March)

Deadline	Date	Time	Actual Date & Time *(optional) only enter if original drill date was missed	# Evacuated to shelter locations	Weather Conditions	Time to Complete (mins & seconds)
Before Dec. 15	12/02/2024	9:00 AM	12/06/2024 11:00 AM	463	Cold/wet	3 minutes and 12 seconds

**Reunification**

One per school year (Before December 31)

Deadline	Date	Actual Date & Time *(optional) only enter if original drill date was missed	Special Conditions Simulated	Brief Summary
Before Dec. 31	08/20/2024	08/20/2024 11:00 AM	Staff walkthrough /	Talked and saw all exits and fire extinguishers.

**Person Responsible**

METRIA WASHINGTON